

Announcement Request Form



Santa Maria del Mar
— EVERYONE IS WELCOME • YOU ARE GOD'S BELOVED! —

Announcement Request Form

Type of Announcement: _____ *Altar* _____ *Bulletin*

Suggested Title: _____

Please give all facts, i.e. Who, What, When, Where, Why, and How. We will do our best to fulfill everyone's request but keep in mind altar announcements are limited to (4) per Mass. If requesting bulletin announcement with specific graphics, please email to christine@smdmcc.org in a Microsoft Word or Publisher file.

Announcement Date(s) Desired: _____

Name: _____ Email: _____

Phone: (_____) _____ - _____

Date of Request: _____

----- (Office Use Only) -----

Approved By: _____

Date: _____

Note: All requests for Announcements must be received **TWO WEEKS** prior to requested dates.